



All Souls College University of Oxford

Finance Manager

Hours:	40 hours including lunch break
Grade and Salary:	University Grade 08 (£49,119 to £63,489 per annum)
Reports to:	College Accountant
Contract Type:	Fixed Term for 2 Years

Job description

This is a 'hands on' role in support of the College Accountant, ensuring the smooth working of the Finance team and the timely completion of management accounts and other analyses and reports for College committees.

The successful applicant will have good interpersonal and influencing skills, be effective in team building and leading, and be capable of interacting with all levels of the organisation.

Key responsibilities:

- Produce management accounts and other financial reporting in accordance with College reporting deadlines
- Assist with external College reporting, including statutory and legislative reporting requirements; including subsidiaries companies as necessary.
 - Assist with the annual statutory audit of the College's financial accounts including planning, provision of information and explanations and liaison with the College's external auditors.
- Analyse and monitor battels (catering charges) reporting;
- Assist with VAT returns preparation;
- Assist with Cashflow updates and reconciliations
- Reconcile Nominal Ledger accounts on a regular basis;
- Prepare annual budget proposal with the Heads of Departments and assist the College Accountant with the overall college wide budget and forecasts
- Process non-purchase ledger bank payments and transfers, ensuring appropriate controls around authorisation of payments. Monitor credit control;
- Cost and Project analysis - supporting the Manciple and the Heads of Department in order to understand trends and cost saving areas;
- Nominal ledger accounting, including month-end journals, balance sheet codes reconciliations, for the College and its subsidiaries
- Supervision of payroll and auto-enrolment requirements;
- Fixed asset accounting;
- Lead on specific projects as delegated from time to time e.g High Street project

- Ad hoc analysis as requested by the College Bursars or Accountant, including report writing in Word;
 - Review compliance with College decisions and policies and communicate the same to Fellows, staff and the Bursary Team, e.g. academic allowances, allowable expenses et al.
 - Day to day supervision of the Finance Team ;
 - Act as deputy for the College Accountant; including attendance to committees as necessary
 - Any other reasonable duties.
-

Person Specification

Essential

- Part-qualified (working towards final exams) or qualified accountant
- Excellent Microsoft Excel skills and IT literate
- Experience of evaluating and implementing new processes and procedures
- Experience of preparing statutory financial reports
- Knowledge of charity accounts and the Charity SORP
- Excellent inter-personal skills including good written English and clear telephone manner
- Flexible and able to help out the Bursary team where needed

Desirable

- Experience of an Oxford College, Higher Education or charity environment
 - Experience of changing and/or implementing new procedures, using IT effectively
 - Previous experience as a Management Accountant or Project Accountant
 - Previous experience in payroll
 - Knowledge of Sage 200 and Sage Report Designer
 - Experience of preparing and submitting VAT returns, including knowledge of partial exemption methods
-